**Staff Professional Development**

**Matching Funds Request**

*Revised 8/15/17*

***Please do not print – electronic submission only***

|  |  |
| --- | --- |
| **Requester’s Information** | |
| Staff Member’s Name: |  |
| Department: |  |
| Staff Member’s E-mail: |  |
| Type/Name of Training: |  |
| Training Date(s): |  |
| Training Location: |  |
| **Professional Development**  The College of Fine Arts offers limited support for staff members (.75 FTE or higher) to request funds for professional development training. The total amount of funding available is $3,000 and will be disbursed on a first-come basis. Staff members are allowed to request up to $500. The College will match up to the amount the Department awards ($500 max / 1 allowance per year). ***Please include a copy of the training description or a link to the training website in your explanation below.*** | |

|  |  |  |
| --- | --- | --- |
| **Expense Estimates** | | |
| *Expense Type* | *Description* | *Amount* |
| Registration |  |  |
| Materials |  |  |
| Other |  |  |
| **Total** | | $ |

|  |
| --- |
| **Description/Purpose of Training (to be completed by staff member):** |
| **Staff member:**  **Please save this document and email to your chair/director** |

|  |  |
| --- | --- |
| **Chair/Director Recommended Level of Support** | |
| Please include the dollar amount you are willing to offer towards the proposal. The College will match the Department/School contribution up to the eligible dollar amount itemized in the budget above. | |
| Department/School Allocation: | $ |
| Additional Comments from Chair/Director: | |
| **Chair/Director:**  **Please save this document with your comments and dollar amount and email to cami.rives@utah.edu for processing** | |

|  |  |
| --- | --- |
| **This Section for Dean’s Office Use:** | |
| Funding This Training |  |
| Notification Sent |  |